

TOWN OF LA POINTE JOB DESCRIPTION

Planning & Zoning Administrator

Approved by the Town Board 7/23/2013

Immediate Supervisor:

Town Administrator

Classification:

Part-time Employee

I. Authority:

Under the direction of the Town Administrator and the Ashland County Zoning Administrator, the La Pointe Planning and Zoning Administrator shall exercise the authority granted to this position and the positions of Ashland County Assistant Zoning Administrator and State of Wisconsin POWTS Inspector as well as all other authority lawfully granted by the Town Board and applicable statutes and ordinances.

II. General Statement:

Performs technical, administrative and research tasks related to planning and zoning including:

- A. Town of La Pointe Planning and Zoning
- B. Ashland County Zoning

This position performs professional work promoting, facilitating and coordinating planning, development and zoning activities for the Town. The Planning and Zoning Administrator works with the Town Plan Commission (TPC) regarding comprehensive planning and the implementation of land use regulations. This includes interpretation of unclear zoning ordinance language and review of applications required to come before the Commission for recommendation to the Town Board. This job description for the position of Planning and Zoning Administrator recognizes that respectful interaction between the Planning and Zoning Administrator and Town Plan Commission is necessary for the successful implementation of planning and zoning in the Town of La Pointe.

III. Examples of Duties:

A. Town of La Pointe

1. Implement and manage process to review and update the Comprehensive Plan as required.
2. Develop long-range strategic plans and special plans and studies as requested by the Town Administrator.
3. Assist in evaluating potential projects to determine feasibility and community impact and make recommendations to the Town Administrator.
4. Administer and enforce the La Pointe Zoning and Land Use Ordinances.

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Page 1 of 4 pages

5. Receive and review all applications and fees for zoning; forward applications to appropriate entity; forward and itemize fees.
6. Perform field inspections to ensure compliance with zoning requirements.
7. Issue Land Use Permits when fully compliant with Ordinances (including properties with Conditional Use Permits); forward applications requiring additional interpretation to TPC for approval/denial. Planning and Zoning Administrator shall issue permit upon directive of TPC in a timely manner.
8. Forward all approved zoning permits to the Town Assessor and when applicable the Town Uniform Dwelling Code Inspector and Commercial Building Inspector.
9. Provide information and interpretation of zoning matters to the public, builders, architects, engineers and other interested parties.
10. Maintain records of complaints and violations; consult ordinance violators to resolve problems and deficiencies.
11. Maintain and update official records; is the Official responsible for Planning and Zoning Department Public Records.
12. Prepare and administer the department's annual budget with input from TPC.
13. Maintain Official Zoning Map.
14. Maintain zoning ordinance amendments.
15. Consult with Town Attorney on ordinance/zoning matters; provide investigative and evidence gathering services upon request; represent the Town's interest regarding legal action.
16. Attend Town Plan Commission and Zoning Board of Appeals meetings; attend Town Board meeting where applicable.
17. Act as professional staff to the Town Plan Commission, Zoning Board of Appeals, Town Board and other Boards as assigned; advise, make recommendation and present staff reports regarding various planning and zoning matters.
18. Provide monthly and annual reports to Town Board and Town Plan Commission.
19. Maintains cooperative relationship with peer agencies and other governmental units to coordinate planning and zoning functions; keeps abreast of professional developments in the field and attends conferences, workshops and seminars as appropriate.

20. Acts as backup for other Town staff and phone coverage, and assists the Town Administrator as needed.
21. Performs other duties as apparent or as delegated.

B. Ashland County Zoning Administration

1. Administer and enforce Ashland County Zoning Ordinances including its Shoreland, Floodplain, and Comprehensive Ordinance within the Town of La Pointe.
2. Provide information and interpretation of zoning matters to the public, builders, architects, engineers and other interested parties.
3. Receive and review applications; collect, deposit and forward applicable fees to Ashland County Zoning Administration.
4. Receive, review and process plans for residential holding tanks under 3000 gallons.
5. Perform field inspections to ensure compliance with required setbacks and site conditions.
6. Perform POWTS Inspections except when a private onsite wastewater treatment system (POWTS) in the Town of La Pointe involves a soil dependent system, such cases will be handled by the Ashland County Zoning Administrator.
7. Issue land use, commercial land use, addition/alteration and accessory land use permits; issue sanitary permits and non-plumbing permits.
8. Forward official records to Ashland County Zoning and maintain an up to date copy of records for the Town of La Pointe; enter records into the Town's permit Access database.
9. Forward land use and sanitary permits to Uniform Dwelling Code Inspector.
10. Maintain records of complaints and violations; consult ordinance violators to resolve problems and deficiencies with guidance from the Ashland County Zoning Administrator.
11. Attend Ashland County Zoning meetings and training when applicable.

IV. Minimum Qualifications:

Training and Experience:

Any combination of training and experience equivalent to a bachelor's degree in a position related field; plus five years of progressively responsible experience in a planning, engineering or construction field. Subject to Town Board discretion.

Special Qualifications:

Obtain State of WI POWTS Inspector License within ~~3~~ six months of date of hire
Approval by Ashland County under Intermunicipal Agreement
Valid Driver's License

Preferred Qualifications:

Experience in the Administration of a zoning ordinance including interpretation, permit reviews and enforcement; familiarity with surveying and building construction in general; familiarity with State of Wisconsin comprehensive planning requirements.

Ability to:

Communicate effectively with the general public and appointed and elected officials; work constructively with people to identify problems and creative solutions.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed to perform essential functions. It is not intended as a complete list of duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Town of La Pointe retains and reserves any and/or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

DATE

EMPLOYEE SIGNATURE

2 Copies: 1 to Employee and 1 in Employee Personnel File